



# **Get Ready for my|CalPERS with PERT**

Payroll Contribution and Retirement  
Enrollment

Employer Web Conference

Phase One

(August – October 2008)



# PERT Resources- Phase One

## You have selected:

- **Public Agency Employer**

[Edit Your Selection](#)

### ▼ PERT Resources

ACES & Other Online Services

Get Ready for my|CalPERS with PERT

Administration & Reporting of Members

GASB 45 and California Employers' Retiree Benefit Trust Fund

Interested in Contracting With CalPERS?

Benefit Programs & Contracting Services

Part-Time California National Guard Membership

Actuarial, Risk Pooling, & GASB 27 Information

Circular Letters

Sign Up For CalPERS Employer eBulletin

Policies & Procedures

Employer Education & Events

[Employer Information](#) > [Get Ready for my|CalPERS with PERT](#) > **PERT Resources**



## PERT Resources

The following is a list of resources to help you prepare for the upcoming changes in the reporting payroll and enrollment data to CalPERS.

### Phase One (August - October 2008)

- [my|CalPERS Decision Maker's Guide to Employer Reporting Requirements](#) (PDF, 118 KB)  
View, download, and print detailed information about choosing a reporting method.
- **Employer Web Conference Presentation Materials**  
View, download, and print the presentation materials used in the Employer Web Conference designed especially for your needs.
  - [Health Enrollment Web Conference Presentation](#) (PDF, 131 KB)
  - [Payroll Contribution and Health and Retirement Enrollment Web Conference Presentation](#) (PDF, 131 KB)
  - [Payroll Contribution and Retirement Enrollment Web Conference Presentation](#) (PDF, 124 KB)
- [File Formats](#)  
View and print the file formats and schema requirements for electronic payroll contribution or enrollment reporting.



# Agenda

- » Project Overview
- » Reporting Methods
- » File Formats
- » Important Dates & Next Steps



## How to Communicate During Web Conference

- » Text questions:

Please use the text box on the screen.

- » If you are disconnected from the conference:

Please call (800) 866-0888.



# PERT Project Information

[Employer Forms &  
Publications Directory](#)

[Tips for Helping Your  
Employees](#)

[Legislation, Regulations &  
Statutes](#)

[Video Center](#)

[Resource Library](#)

[Contact Us](#)

## PERT Project Information

- [FAQs](#)  
Get answers to frequently asked questions related to the roll-out of my|CalPERS to employers.
- [Project Background](#)  
Read about PERT's project background to familiarize yourself with CalPERS vision for the future.

Dated: 09-16-2008





## Project Overview

- » my|CalPERS is being expanded for employers to do business with CalPERS
- » This new Internet-based business information system will be operational by the end of 2009
- » Public Employer Readiness Team (PERT) is responsible for educating and guiding Employers on the new system



## Project Overview

Why a new business information system?

- » Enhance Security
- » Improve processing times
- » More consistent data accuracy
- » 24-hour real-time access
- » Boost CalPERS service delivery
- » Expand self-service abilities



# Project Overview

## Business System Changes

- » ACES will be decommissioned
- » Tape, Diskette, and Prelist will no longer be accepted
- » Report Payroll Contributions & Enrollment using the Internet
- » XML (Extensible Markup Language) File Format
- » Some New Data Elements





# Reporting Methods

## Three Reporting Methods

- » Online Data Entry
- » File Upload
- » FTP (File Transfer Protocol)

Select reporting method by October 15, 2008

- » Payroll Contribution
- » Health Enrollment
- » Retirement Enrollment



# Reporting Methods – my|CalPERS Demonstration

my|CalPERS

Home

Participant

Business Partner

Reporting

Benefits

Admin

Workflow

Context

Manage Reports

Billing and Payments

Payroll Schedule

Name:

Metro Fire

CalPERS ID:

0123456789

Common Tasks

Notes

Reports

Submit Inquiry

Work Initiation

Document History

Document Generation and Distribution

Menu

Search

Adjustment Reports

Preprocessing Area

File Upload History

Create or Edit Report

Method: \*

Upload File

Copy Prior Posted Payroll Report

Manually Enter Payroll Records

Add or Edit Health Enrollment

Edit Medical Group Assignments

Add or Edit Health Carrier Zip Code Information

Add or Edit Retiree List

Add Retirement Enrollment

Edit Retirement Enrollment

Continue

DRAFT ONLY

Work on Existing Payroll Reports

View More Actions >

Program:

CalPERS

Display

Schedule Name	Earned Period	Status	Report Type	Due Date	Submit Date	Test Report
PERS - Misc	05/10/2007		Payroll-Adjustments			No
PERS - Misc	04/01/2007-04/30/2007	Processing	Supplemental Income Plan- Earned Period	05/30/2007	04/30/2007	No
PERS - Misc	03/01/2007-03/31/2007	Suspended	Payroll-Earned Period	04/30/2007	03/31/2007	No

10



## Reporting Methods – Overview

	Online Data Entry	File Upload	FTP
<b>File Creation</b>	CalPERS Business System	Employers Business System	Employers Business System
<b>File Transfer Method</b>	No Transfer	Secure File Upload	Secure FTP (System to System)
<b>File Transfer Timing</b>	No Transfer	Employer Initiated	Scheduled
<b>Testing</b>	None	Required	Required
<b>ACES Counterpart</b>	Create Payroll File Function, Internet Forms	File Transfer Functionality	None





## Reporting Methods – Online Data Entry

	Online Data Entry
<b>File Creation</b>	CalPERS Business System
<b>File Transfer Method</b>	No Transfer
<b>File Transfer Timing</b>	No Transfer
<b>Testing</b>	None
<b>ACES Counterpart</b>	Create Payroll File Function, Internet Forms




# Reporting Methods – Online Data Entry


**▼ Maintain Record Details**


**Begin Date:** \* 01/01/2007  **End Date:** \* 01/31/2007 

**Payroll Record Memo:**

**Earnings**

**Transaction Type:** \* Earned Period Earnings 

**Appointment:** \*  

**Pay Rate Type:** Monthly  **Pay Rate:** \$

**Reportable Earnings:** \$

**Scheduled Full Time Hours Per Week:**  **Scheduled Full Time Days Per Week:**

**Total Hours Worked:**

**Special Compensation:** \$100.00 [View Special Compensation](#)

**DRAFT ONLY**

**Contributions**

**Taxed Member Paid Contributions:** \$

**Survivor Contribution:** \$

**Taxed Member Paid Additional Contributions:** \$

**Judges Survivor Contribution-Spouse:** \$

**Judges Survivor Contribution-Children:** \$

**Tax Deferred Member Paid Contributions:** \$

**Tax Deferred Employer Paid Member Contributions:** \$

**Tax Deferred Employer Paid Additional Contributions:** \$

**Service Credit Purchase Deduction**

**Taxed Member Paid Contributions:** \$

**Tax Deferred Member Paid Contributions:** \$

[View Service Credit Purchase Agreements](#)



## Reporting Methods – File Upload

	File Upload
<b>File Creation</b>	Employers Business System
<b>File Transfer Method</b>	Secure File Upload
<b>File Transfer Timing</b>	Employer Initiated
<b>Testing</b>	Required
<b>ACES Counterpart</b>	File Transfer Functionality



# Reporting Method – File Upload

September 3, 2008

Help | Contact Us | CalPERS On-Line

Welcome

my|CalPERS

**DRAFT ONLY**

HomeParticipantBusiness PartnerReportingBenefitsAdminWorkflow

ContextManage ReportsBilling and PaymentsPayroll Schedule

**Name:**  
Metro Fire  
**CalPERS ID:**  
0123456789

**Common Tasks**  
Notes  
Reports  
Submit Inquiry

**Upload Data**

Use the **Browse** or **Upload File** buttons to upload a data file:

**Path: \***

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# Reporting Method – File Upload

**September 3, 2008**

Help | Contact Us | CalPERS On-Line

Welcome

**my|CalPERS**

**DRAFT ONLY**

Home | Participant | Business Partner | Reporting | Benefits | Admin | Workflow

Context ▼

**Name:**  
Metro Fire

**CalPERS ID:**  
0123456789

▼ File Upload History

File Type	Upload Date	Files Status	File Name
Retirement Enrollment	07/12/2007	In Progress	Initial Enrollment List.xml
Census	02/10/2007	Accepted	CalPERS Contract Census_v2.xml
Health Enrollment	02/03/2007	Rejected	Retiree List_ Metro Fire.xls

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## Reporting Methods – FTP

	File Transfer Protocol (FTP)
File Creation	Employers Business System
File Transfer Method	Secure File Upload
File Transfer Timing	Employer Initiated
Testing	Required
ACES Counterpart	File Transfer Functionality



# Reporting Methods

## Summary of Online Data Entry

- » Login to my|CalPERS
- » Use online screens to enter data
- » “Copy forward” can be used for payroll contribution reporting
- » Records that pass business rules check are posted
- » Correct rejected records



# Reporting Methods

## File Upload Summary

- » Create XML file
- » Upload file using secure Internet connection
- » Business rules check automatically applied
- » Records that pass business rules check are posted
- » Correct rejected records



# Reporting Methods

## FTP Summary

- » Create XML file
- » FTP uses a scheduled process to transfer the file to CalPERS
  - System-to-system transfer instead of File Upload
- » Business rules check automatically applied
- » Records that pass business rules check are posted
- » Correct rejected records
- » CalPERS will send a response file



# Reporting Methods

## Factors to Consider:

- » Number of employees
- » Number of changes during each reporting period
- » Availability of:
  - Technical resources
  - Administrative resources
- » System flexibility
- » Method is available for use by “go-live” date
- » Third-party vendor or software vendor has capability to meet file format requirements



## Reporting Methods

Reporting selections on the PERT Web page are:

- » Online Data Entry
- » File Upload
- » FTP
- » Not sure; need a consultation
- » Submitted through another agency
- » Not contracted to provide this data

Select which option or combination of options to submit data to CalPERS



# PERT WEB Page – Select a Reporting Method

Part-Time California  
National Guard  
Membership

Actuarial, Risk Pooling, &  
GASB 27 Information

Circular Letters

Sign Up For CalPERS  
Employer eBulletin

Policies & Procedures

Employer Education &  
Events

Employer Forms &  
Publications Directory

Tips for Helping Your  
Employees

Legislation, Regulations &  
Statutes

Video Center

Resource Library

Contact Us

## Step 1: Employer Identification

Please identify your agency using one of the two methods below:

Enter the Employer Code:  -  [\[Search\]](#) for Employer Name

**No matches were found. Please verify that the code you entered is correct. Alternatively, you can search for your Employer Name by selecting your Employer Type and County to filter the Employer Name list. If you cannot find your Employer Name using either of the methods, please [Cancel this form and email us](#).**

**OR**

Select the Employer  
Type:

▼

AND Select the County (Not applicable for State Agencies):

▼

AND Select the Employer Name:

▼



## PERT WEB Page – Select a Reporting Method

Please enter your contact information below, or the information of an appropriate contact, in the event that CalPERS needs to communicate with you regarding your reporting method selections, your readiness status, or about the implementation process generally.

### Enter Your Contact Information:

\* First Name:

\* Last Name:

Title:

\* Mailing Address:

\* City:

\* ZIP Code:  -

\* Phone: (  )  -  x

\* Email Address:





## PERT WEB Page – Select a Reporting Method

### Step 2: Employer Details

Select Your Current  
Payroll Reporting  
Method:

CalPERS Software - ACES submission

\* Select Number of  
Active Employees:

Less than 250

### Step 3: Employer Reporting Method Selection

*Payroll and Enrollment information can be submitted using different methods; please indicate a method for each.*

\* Select New Reporting  
Method for Payroll Data:

Online Data Entry

\* Select New Reporting  
Method for Retirement  
Enrollment Data:

Not sure, need a consultation

\* Select New Reporting  
Method for Health  
Enrollment Data:

Not contracted to provide this data

Note: Employers that elect to submit information via secure FTP will be required to participate in additional testing activities to establish a secure FTP channel with CalPERS.

Continue

Clear



## How to Communicate During Web Conference

» Text questions:

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# File Formats

## Four Files

- » Payroll Contribution Reporting File
- » Retirement Enrollment Reporting File
- » Health Enrollment Reporting File  
(Public Agencies/Schools)
- » Health Enrollment Reporting File  
(State Agency – includes California State University)
- » Schemas



# File Formats

MEMBERS | EMPLOYERS | BUSINESS PARTNERS | CalPERS INVESTMENTS | ABOUT CalPERS

## File Formats

- Reporting Method  
Form

### Payroll Reporting

- [Payroll Contribution Reporting File](#) (PDF, 160 KB)  
This file provides a list of data fields that you will be asked to provide CalPERS in the payroll reporting process.
- [Payroll File Schema](#)  
Find the required schema for the new payroll file.

### Retirement Enrollment Reporting

- [Retirement Enrollment Reporting File](#) (PDF, 218 KB)  
This file provides a list of data fields that you will be asked to provide CalPERS in the retirement enrollment process.
- [Enrollment Schema](#)  
Find the required schema for the new retirement and health enrollment files.

### Health Enrollment Reporting

- [Health Enrollment Reporting File](#) (PDF, 403 KB)  
This file provides a list of the data fields that you will be asked to provide CalPERS in the health enrollment process.
- [Enrollment Schema](#)  
Find the required schema for the new retirement and health enrollment files.
- [State Agency: Health Enrollment Reporting File](#) (PDF, 390 KB)  
For State agencies, this file provides a list of data fields that you will be asked to provide CalPERS in the health enrollment process.



## File Formats

### Participant's / Person CalPERS ID

- » CalPERS will generate
- » 10-digit unique ID
- » Replaces Social Security Number
- » Protects our Members' data



## File Formats

### Employer's CalPERS ID

- » CalPERS will generate
- » 10-digit unique ID
- » Replaces Employer / Unit code

# Appointment

**Definition of Appointment:** An appointment is a continuous block of employment with a single employer from the hire date (regardless of whether the employee is qualified for membership on that date) until the permanent separation date.

**For schools,** each district is treated as an employer, and an employee should not have more than one appointment under this condition, unless that employee is employed by two or more school districts. Changes between districts are reported as permanent separations/new appointments rather than as appointment changes.

## Examples of when a new appointment should be created:

- » A new employee is hired and qualifies for membership
- » An employee who previously did not qualify for membership is now qualified for membership
- » An employee who was permanently separated from the employer is rehired
- » An employee with an existing appointment decides to take a second job in another school district and will maintain both jobs concurrently. A new appointment is required for the second job
- » An employee transfers from one school district to another, within the same county office of education, or between county offices of education: separation and new appointment



## Examples of when new appointments are not required:

- » Returns from leave of absence: report using transaction type: End Leave
- » Reinstatement to former position by a court action: to be handled internally by CalPERS and cannot be reported by the employer. CalPERS will delete the permanent separation
- » Time Base decrease resulting in changing to local Alternative Retirement Program; Report using transaction type: To Local ARP
- » Member Category changes: should be reported as an appointment change
- » Job changes: if the change impacts benefits, it should be reported as an appointment change
- » An employee with an existing appointment takes a second job with the same employer or school district and will maintain both jobs concurrently



# File Formats


## Appointment ID

- » Found in all three files
- » 10-digit unique identifier
- » CalPERS will generate
- » Most Employers will not need to report appointment IDs because there will be only one appointment per employee



## File Formats

### Some New Data Elements For Payroll Contribution File

- » Service Center's CalPERS ID
  - » Supplemental Income Plan ID
  - » Participant's CalPERS ID
- 
- CalPERS will generate
  - Required for File Upload/FTP
  - Accessible for online data entry



# File Formats

## File Development and Alternatives

- » Internally Developed Applications
- » Financial Reporting Software Users
- » Third-Party Service Providers



# Important Dates and Next Steps

## Educational Phases

- » Phase One: Reporting Methods  
(August through October 15, 2008)
  
- » Phase Two: Business Policies and Procedures Testing  
(February through April 2009)
  
- » Phase Three: Staff Training  
(July through October 2009)



## Important Dates and Next Steps

### Phase One Dates:

- » October 15, 2008: Report to CalPERS what reporting option(s) you will use
- » October 27-29, 2008: CalPERS will conduct user demonstrations at the CalPERS Educational Forum (Indian Wells, California)



## Thank you for attending!

- » Today's PowerPoint presentation is located on the PERT web site at
  - [www.calpers.ca.gov/pert](http://www.calpers.ca.gov/pert)
- » If you don't know which reporting method to select, contact PERT for a consultation
  - PERT Email: [PERT4U@calpers.ca.gov](mailto:PERT4U@calpers.ca.gov)
  - Employer Contact Center (ERCC):
    - » **888 CalPERS** (or **888-225-7377**)
- » Commonly asked text questions may appear on the PERT Web page under the FAQ section